

Student Services

**AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH
SCHOOL AND OTHER YOUNG STUDENTS**

References:

Education Code Sections 48800, 48800.5, 76001, and 76002

Admission criteria and procedures for younger students enrolling in the community college:

- Special part-time students (if applicable and as defined in Board Policy)
- Special full-time students (if applicable and as defined in Board Policy)
- Summer school students (if applicable and as defined in Board Policy)
- Agreements between school District(s) and community college District
- Credit granted for courses
- Limits on the number of units for which special part time students may enroll.
- Procedures for denial of request for full-time enrollment, including time constraints.
- Procedures for recording board findings and reasons for denial of a request for admission by a student identified as highly gifted.
- Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.
- Procedures for maintaining records of enrollment of these students for apportionment purposes.
- Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:
 - The class is open to the general public
 - The class is advertised as open to the general public in one or more of the following:
 - The college catalog
 - The regular schedule of classes
 - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.

The District may provide opportunities for students enrolled in high school courses to enroll concurrently in courses at either college for credit. To be considered for admittance as a **special part-time student**, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. To be considered for admission as a **special full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.05. The concurrent enrollment conditions and eligibility requirements for high school students are herein described.

1. Conditions of Enrollment

- a. The colleges may determine which student shall be admitted. Such decisions shall be based on:
 - i. completion of course prerequisites
 - ii. appropriateness of the course(s) requested
 - iii. students who are concurrently enrolled will be accommodated on a space available basis.
- b. High school students will be held to the same academic standards as any other college student enrolled in the class.
- c. High school students will remain a member of the high school. High school students will not be permitted to enroll in more than 11 units per semester.
- d. High school students will arrange for transportation to and from the college.
- e. High school students will attend the high school for at least the minimum high school day.
- f. High school students will purchase the required books and supplies for the college course(s).
- g. High school students will provide grade reports to their high school counselor or principal.

2. Eligibility of Students

To be eligible for concurrent enrollment, students must:

- a. be concurrently enrolled in high school.
- b. be authorized by the high school principal and counselor to pursue specific courses.
- c. have written parental approval secured in advance by the high school.
- d. secure approval from the affiliated local school district if the student is home schooled.

3. Procedures for Enrollment

The college will inform the high schools about the process that high school students must follow for concurrent enrollment. The college will also develop with each high school district a policy related to high school students receiving credit for completed courses at either college. High school credit is determined by the student's high school district.

Admission is subject to seat availability. The student must submit:

- application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his/her principal; (**Note:** *Home schooled students shall secure approval from the affiliated local school district.*)
- current high school transcript;
- demonstration that the student is capable of profiting from instruction.

The Chief Student Services Officer has the authority to make the final decision whether a student can benefit from instruction.

All required documents shall be submitted to the Admissions and Records Office.

High School Students: For students attending high school, the Admissions and Records Office will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Chief Student Services Office shall be final.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Date Approved: March 18, 2014

(This new procedure replaces Administrative Rules and Procedures 5124 and 5270)